

I.	<u>Position Title:</u>	Fiscal Analyst - Public Utilities	<u>Revision Date:</u>	8/05
			<u>EEO Code:</u>	Professional
			<u>Status:</u>	Non-Exempt

Under the general supervision of the Public Utilities Management Analyst, performs research and analysis of public utilities budgets, purchases, programs, and operations.

- C Monitors and coordinates all department budgets and expenditures
- C Prepares all department purchasing requests.
- C Reviews and approves all department invoices, check requests, and purchase orders
- C Prepares monthly budget comparisons and financial reports
- C Serves as a staff resource to the Public Utilities Advisory Board
- C Reviews detailed monthly expenditure reports; reports errors to appropriate personnel for corrections
- C Oversees department's petty cash fund
- C Monitors department capital projects budgets
- C Inventories all department fixed assets
- C Prepares, researches, develops, and maintains various administrative programs and projects
- C Prepares various written reports, forms and research documents
- C Coordinates billing and repair of hydrant meters to contractors for use on construction sites
- C Coordinates and participates in duties related to administration of various irrigation companies
- C Coordinates departmental fleet purchases and repairs
- C Oversees procurement and distribution of uniforms and related safety equipment

C Completes special projects as assigned by the Management Analyst
C Performs other duties as assigned

Requirements: Valid Utah Driver's License is required.

Education: Bachelors degree in public administration, business administration, accounting or related field.

Experience: One year related experience. May substitute year for year, up to two years of additional experience for two years of education.

Knowledge of: General and governmental accounting and auditing principles; budgeting; purchasing; general principles of management; research and analysis methods; computer software, including word processing, spreadsheet and database applications.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money, and tools; making decisions which affect the activities of others.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and

judgement to avoid friction; requires a well developed sense of strategy and timing; regular and frequent contact with persons of high rank, requiring tact and judgement to deal with and influence people; establish effective working relationships with employees and the public.

Tool, Machine, Equipment Operation: Regular use a telephone, copy machine, calculator, computer, and printer.

Analytical Ability: Ability to organize, delegate, and establish meaningful goals; prepare and present highly complex reports in verbal and written form; prioritize tasks; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision.

VI. Working Conditions:

Generally comfortable working conditions; frequent exposure to stressful situations as a result of frequent deadlines. Frequent contact with City employees and public. Moderate field work required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____